

The background of the slide is a stylized American flag. The top left corner features a blue field with white stars, while the rest of the slide is composed of red and white diagonal stripes. The text is overlaid on this background.

# **National Voter Registration Act of 1993**

## **Voter Registration Training for Agencies that Provide Public Assistance and/or Serve Persons with Disabilities**

**Presented by:  
Secretary of State  
Elections Division<sup>1</sup>**

# **Overview of the National Voter Registration Act (NVRA)**

# Why NVRA?

## The National Voter Registration Act Of 1993

Congress enacted the National Voter Registration Act of 1993 (also known as the "NVRA" and the "Motor Voter Act"), 42 U.S.C. 1973gg 5(a), (b), to enhance voting opportunities for every American and to remove the vestiges of discrimination which have historically resulted in lower voter registration rates of minorities and persons with disabilities.

# Provisions Of NVRA

The NVRA requires states to provide:

*"Motor Voter" Registration* (voter registration simultaneous with motor vehicle driver's license application or renewal)



# Provisions Of NVRA

## *Agency-based Voter Registration-*

Voter registration opportunities must be offered at each agency that:

- ❖ Provides public assistance (including food stamps, Medicare and Medicaid, WIC, and Colorado Works/unemployment assistance)
- ❖ Provides state-funded programs primarily for persons with disabilities
- ❖ Recruits for the armed forces

Other federal, state, local government, or nongovernment offices may choose to provide voter registration services

# Provisions Of NVRA

Voter registration must be offered

- ❖ Upon initial request for services
- ❖ At service renewal, and
- ❖ Upon an address change

Applicants must be provided with a voter registration form, including a declination section, and, must be offered assistance in completing the forms . Each agency is required to transmit forms to the appropriate county clerk.

# **Staff Interaction and NVRA Compliance**

# Agency-Based Voter Application



## STATE OF COLORADO AGENCY-BASED VOTER REGISTRATION APPLICATION (NVRA-1)

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

- ☐ I want to apply to register to vote today.
- ☐ I want to change my address for voting purposes by use of this form.
- ☐ I do not want to apply to register to vote today.

If you do not check any box, you will be considered to have decided not to register to vote at this time.

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is your's. You may fill out the application in private.

Name (Please Print)	Date	Signature
		(Agency Record)

-----Detach Here----- Detach Here-----  
*Please detach lower portion and give to applicant*

### If You Were Given This Application in a State Agency or Public Office

If you have been given this application in a State agency or public office, it is your choice to use the application or not.

If you decide to use this application to register to vote, you can fill it out and leave it with the State agency or public office. The application will be submitted for you. Or, you can take it with you to mail to the address listed on the appropriate office of County Clerk and Recorder. You may also take it with you to deliver in person to your local voter registration office.

**Note:** The name and location of the State agency or public office where you received the application will remain confidential. It will not appear on your application. Also, if you decide not to use this application to register to vote, that decision will remain confidential. It will not affect the service you receive from the agency or office.

If you believe that someone has interfered with

- your right to register or to decline to register to vote, or
- your right to privacy in deciding whether to register or in applying to register to vote, or
- your right to choose your own political party or other political preference

You may file a complaint with the Secretary of State at 1700 Broadway, Denver, CO 80290 (303) 894-2200.

SOS Approved 8/15/07  
C.R.S. 1-8-101, 1-8-102, and 1-8-103



# Agency-Based Voter Application

The Agency Voter Registration Application includes:

1. Declaration Form– **Federal** requirement
  - ❖ Documents the interaction
  - ❖ Must be retained for 24 months
2. A Voter Registration Application
  - ❖ Portion of the form completed by the client and sent to a county elections office
3. Information about registering to vote
4. A receipt for the applicant
  - ❖ May be used as a verification when voting

# Agency-Based Voter Application

## The Declination Form

- ❖ A declination form is used to indicate whether or not a client chooses to register to vote. Declinations should be completed for all clients regardless of whether or not they complete registration.
- ❖ The declination form is found on the front page of the voter registration application
- ❖ If a client chooses not to register to vote:
  - The client should check the appropriate box, then sign and date the form (if client refuses, agent should indicate such on the form and add the date and their initials)
  - The agency should retain all declination forms
  - The total number of declinations is reported to the Secretary of State (more information regarding reporting is found later in this presentation.

# Interacting with the Client

“If you are not registered to vote where you live now, would you like to register here today?” That is the question!!

If client answers YES:

- ❖ Client completes and signs the voter registration application
  - ✓ Provider detaches declination and retains for 24 months
- ❖ Privately or client may request help from the provider
- ❖ On-site or the client may take the form home
  - ✓ If they take it home, detach the declination from the card
  - ✓ Remind them to read the application carefully because ID requirements apply

# Completing the Declination

If client answers NO or does not fill out the voter registration application:

- ❖ Assume the client chooses not to register and retain declination on file for 24 months.



# ID Requirements

Pursuant to federal and state law, applicants must provide one of the following when registering to vote:

- ❖ A Colorado Driver's License number or Identification card number. If the client has a Colorado Driver's License or Identification number they **must** provide that number. If the client attests that they have neither they must provide:
- ❖ At least the last four digits of their Social Security number (can only be used if the client attests that they do not have a Colorado Driver's License or Identification number).



# ID Requirements

If an individual has neither a Colorado Driver's License/ID nor a Social Security number and is registering by mail and it is their first time registering in Colorado, they must include a copy of a valid form of identification.

If the applicant fails to include an ID number or a copy of ID, the applicant will be registered to vote but will have an associated tag on their record indicating that the applicant is ID deficient.

ID deficient voters must provide ID with their mail-in ballot if they vote by mail.

# ID Requirements

Examples of acceptable ID (copies):

- ❖ Current Colorado driver's license or ID card
- ❖ Passport
- ❖ Government employee ID card or pay stub
- ❖ Utility bill
- ❖ A bank statement.
- ❖ Medicaid or Medicare card
- ❖ Certified copy of a birth certificate
- ❖ Naturalization documents
- ❖ Student ID card issued from a Colorado college or university
- ❖ Other government document

# Completing the Voter Registration Application

## Qualifications:

Persons may register if they can answer YES to these three questions:

1. Are you a resident of Colorado?
2. Are you a US citizen?
3. Are you at least 18 years old or will you be 18 before Election Day?

# Completing the Voter Registration Application

## Personal Information:

**Name:** Full name required

**Home Address:** This must be the address of residence

- ❖ Include apartment number or space number.
- ❖ No business addresses.
- ❖ If homeless, the client must provide a physical location.

**Mailing Address:** Must be provided only if different than residence address.



# Completing the Voter Registration Application

## Political Party:

Check one (1) only: Optional\*

- ❖ If the client does not want to affiliate with any party, they are not required to do so and may select "unaffiliated"

\*Major political parties require a person to be registered as a member of their party in order to vote for their candidates in the Primary Election.



# Completing the Voter Registration Application

## Sign and Date the Form:

- ❖ Complete other applicable information.
- ❖ Unsigned forms are rejected.
- ❖ A client who cannot sign must make a mark. The provider may then witness the signature in the appropriate box.
- ❖ Power of attorney CANNOT be used for voter registration.

# Processing Completed VR Applications

Provider should review each application to ensure that it is complete.

Information that Provider reviews for is:

- ❖ Elector has answered Yes or No to the following questions:
  1. Are you a citizen of the United States of America?
  2. Will you be 18 years of age on or before election day?
- ❖ Name of elector
- ❖ Residence Address
- ❖ Date of Birth
- ❖ Elector has completed ID section
- ❖ Elector has signed the registration application

# Voter Registration Verification

How does a client know if their registration was accepted?

Notification of disposition of application should be sent within 10 business days of receipt of application by county clerk.

Client can also call the county elections office to confirm their voter registration was accepted.

# CRS § 1-2-506

## Violations and Prohibitions

Employees who offer persons an opportunity to register to vote shall not:

Influence an applicant's political preference or party registration.

Display any political preference or party allegiance.

Discourage an applicant to register.

# **Agency Contact Responsibilities**



# The NVRA Connection

## Information Sent by the Secretary of State

- ❖ The SOS will send information and updates to the State Agencies, as needed, for distribution to local offices
- ❖ An email reminder for reporting will be sent to all appropriate agencies
- ❖ Information sent may include election dates and registration cutoff dates
- ❖ Links for reporting statistics

# Processing Completed VR Applications

If unsure, forward the completed application using normal procedures to the county clerk's office. Do **NOT** destroy any cards that have been completed or that indicate in any way that the individual attempted to register to vote.

Each person must be provided the same degree of assistance as is provided to complete agency forms, unless the person refuses such assistance.

# Processing Completed VR Applications

1. Separate the completed voter registration applications from the declinations.
2. The Agency must keep the declination in their files for 24 months. DO NOT mail them to SOS or the county clerk.
3. Declination forms should be tallied as to how many persons wished to register, how many wished to change their address, and how many declined registration. These numbers will be reported to the Secretary of State.

# Processing Completed VR Applications

4. Send completed voter registration applications to the county clerk in which the agency is located within 10 calendar days of receipt.

Exception: If you are within 5 days of the last day to register to vote, applications must be submitted to the county no later than 5 days of receipt.



# Agency Voter Registration Reporting

## How does an agency report voter registration activity?

The Secretary of State has developed an online reporting tool/survey that each agency will complete on a regular basis.

- ❖ The survey is emailed to the contact person of every agency on file with the SOS
- ❖ The contact person completes the survey
- ❖ State agency contacts local agencies that do not respond
- ❖ SOS compiles information and reports to the EAC and other interested parties



# Online NVRA Agency Reporting Form

**1. NVRA AGENCY REPORTING FORM**

The National Voter registration Act requires all designated agencies issuing voter registration applications to provide statistical data on the number of issued and completed voter registration application forms. This notification should be submitted no later than the 21st of each month for reporting periods ending on the 15th and no later than the 5th of the succeeding month for reporting periods ending on the last day of the month.

**\* 1. Reporting Period**

April 2008 1-15

**\* 2. County Name**

**\* 3. Agency Name**

**\* 4. Name of person completing form.**

**\* 5. Agency Address**

Street Address

City/Town

County

Zip

**\* 6. Name of Director**

Printed Name Director:

Signature of Director:

**\* 7. Please enter your monthly activity totals.**

1.) How many completed applications did your office/agency send to the county clerk and recorder this reporting period?

2.) How many client declinations did your office/agency receive during this reporting period?

3.) How many blank declinations were received during this reporting period?

4.) What is the total number of all voter registration applications, from all sources, distributed at your office/agency during this reporting period?

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# Agency Voter Registration Reporting

## Voter Registration Report Form:

- ❖ Report should be completed twice monthly. The Secretary of State will send an email notification to each agency contact.
- ❖ Mail or deliver completed voter registration forms to the county clerks in a timely fashion

# Agency Voter Registration Reporting

SOS must report statewide monthly voter registration totals to the EAC using the Agency Voter Registration Reporting Forms returned from the agencies.

# Agency NVRA Contact Information

Each agency will notify the State Agency Coordinator in writing:

- ❖ The name of the local NVRA contact person
- ❖ The email address of the local NVRA contact person
- ❖ The location of each agency registration site.

Changes in agency site address or site coordinator MUST be reported to the Elections Division promptly.



# Non-Compliance Consequences

Agencies that fail to comply with NVRA face the following:

- ❖ Investigation by the Secretary of State;
- ❖ Investigation and/or litigation by the U.S. Department of Justice;
- ❖ Litigation by individuals and clients; and
- ❖ Litigation by concerned national interest groups

# Compliance Progress

- ❖ Project Vote inquiry December 2007
- ❖ SOS developed
  - ❖ PowerPoint for Training
  - ❖ Survey Monkey reporting
  - ❖ posters
  - ❖ hosted several trainings
- ❖ Worked with counties to ensure proper coding in forms
- ❖ Resulted in approximately 30% increase in registrations in 2008

# Voting Registration Supplies

Additional blank agency voter registration forms, agency voter registration reporting forms and special envelopes may be obtained through regular agency channels.

Forms may be ordered directly from the Secretary of State's office (via email to [a.lawson@sos.state.co.us](mailto:a.lawson@sos.state.co.us)) or through your local county clerk.

# Additional Information

## 6 Points To Remember

1. NVRA requires agencies to provide clients the opportunity to register to vote with each application, renewal, recertification or notification of address or name change
2. Review the completed voter registration form for accuracy and legibility.
3. Date stamp the completed form.
4. Detach and retain the completed declination form for 24 months.
5. Submit the voter registration application to county elections within 10 days of receipt (unless within 5 days of deadline).
6. Report to the Secretary of State the number of voter registration applications and declinations submitted to the agency.



# Additional Information

Elections Questions and Answers

[www.elections.colorado.gov](http://www.elections.colorado.gov)

Voter Information: [www.govotecolorado.com](http://www.govotecolorado.com)

County Elections Offices:

[www.elections.colorado.gov](http://www.elections.colorado.gov)

NVRA E-mail Address:

[elections@sos.state.co.us](mailto:elections@sos.state.co.us)

Colorado Secretary of State NVRA Coordinator

[a.lawson@sos.state.co.us](mailto:a.lawson@sos.state.co.us)